

INVITATION FOR BIDS (IFB) NO. 97-116
TO
FURNISH, DELIVER, AND SET-IN-PLACE
LABORATORY WORK STATIONS
FOR THE
COLLEGE OF ENGINEERING
UNIVERSITY OF HAWAII AT MANOA
HONOLULU, HAWAII

MAY, 1997

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.

BIDDER'S REMINDER:

Tax Clearance Certificate or OPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, (see Special Provisions).

NOTICE TO BIDDERS

BID FORMS for IFB No. 97-116, Laboratory Work Stations, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, (an unofficial copy of the IFB is available on the Internet at <http://www.state.hi.us/bids/notice01.htm>) and must be submitted no later than 2:30 p.m., June 10, 1997, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB by providing the vendor's name, address, contact person, telephone number, facsimile number, and an account number, billable to the receiver, for express shipment. Requests may be submitted via facsimile, (808) 956-2093. Direct all questions to Karlee Hisashima, (808) 956-8674.

Kenneth P. Mortimer
President, University of
Hawaii and Chancellor,
University of Hawaii at Manoa

Advertised: Honolulu Advertiser
Issue of: May 30, 1997

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM
TO
FURNISH, DELIVER, AND SET-IN-PLACE
LABORATORY WORK STATIONS

Office of Procurement, Property
and Risk Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 97-105, TO FURNISH, DELIVER, AND SET-IN-PLACE LABORATORY WORK STATIONS FOR THE COLLEGE OF ENGINEERING, UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII, and offers to furnish, deliver, and set-in-place the laboratory work stations to Department of Civil Engineering, University of Hawaii at Manoa, 2540 Dole Street, Holmes Hall 286, Honolulu, Hawaii 96822, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery and setting in place within ONE HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed, as follows:

BASIC BID

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
Laboratory Work Stations, Taylor, Division of American Desk, E.H. Sheldon Equipment Co., Westmark Products, Inc., or acceptable alternate	2	\$_____	\$_____

Manufacturer and Model No. Offered

All prices are f.o.b. destination, including all delivery charges and applicable taxes.

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax (currently 4%) imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for

resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Tax Clearance in the Special Provisions and Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **BASIC BID**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

SIGNATURE PAGE
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

(See Official Document)

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the required for the Laboratory Work Stations. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Furnish, deliver and set-in-place TWO (2) Laboratory Work stations, Taylor, Division of American Desk; E.H. Sheldon Equipment Co.; Westmark Products; Inc. or acceptable alternate. Manufacturer shall have in operation a factory whose primary function is for the manufacturing of the equipment he/she proposes to furnish, exclusive of mechanical and electrical fittings. Each laboratory work station furnished shall meet or exceed the following specifications:

A. GENERAL INFORMATION

1. Dimensions: Table shall be approximately 156" Length, 54" Depth, 36" Height with Service Panel Type Reagent Rack, Trough, and approximately 22-1/4" x 13-3/4" x 12-6/8", i.d. End Sink, and Top.
2. Table shall include SIXTEEN (16) drawers with locks, SIXTEEN (16) cupboards, EIGHT (8) sets on each side.
3. Table shall include FOUR (4) cold water cocks over the trough and ONE (1) cold water faucet over the end sink, FOUR (4) gas cocks, EIGHT (8) 120 volt AC electric receptacles, ONE (1) set of drain fittings, including sink plug and overflow.

B. MATERIALS AND WORKMANSHIP

1. Top Material

Factory molded tops shall be of modified epoxy resin formulation, uniform mixture throughout full thickness.

- a. Latest published standards of SAMA shall be applicable to all tops covered by such standards.
- b. Laboratory or table tops shall be approximately, 1-1/4" thick unless otherwise indicated, made in sections as large as practicable with abutting ends set flush and jointed with water tight, acid resistant adhesive. Exposed edges and corners shall be rounded to approximately 1/8" radius with drip groove cut into underside.
- c. Rear and end retaining rails shall be approximately 1-1/4" thick.

d. Top shall include, where indicated, back or end ledges.

e. Chemical Resistance

Spot tests shall be made of following reagents in standard laboratory concentrations, in contact with finished top for a minimum of TWENTY FOUR (24) hours, with entirely unaffected or slight dulling of finish, including but not limited to the following chemicals: glacial acetic acid, hydrochloric acid, nitric acid, phosphoric acid, sulphuric acid, chromic acid, ammonium hydroxide, calcium hypochlorite, sodium hydroxide, acetone, amyl acetate, aqua regia, benzene, butyl alcohol, ethyl acetate, ethyl alcohol, ethyl ether, formaldehyde, hydrogen peroxide, methyl alcohol, methyl ethyl ketone, kerosene, phenol, silver nitrate, trichloroethylene, xylene, and zinc chloride.

f. Workmanship

Cast surfaces shall be very smooth with factory cut-outs for sinks, plumbing fixtures, and drip grooves. Plain butt joints shall be assembled with epoxy resin adhesive.

2. Sinks, Sink Supports, Accessories

Sinks shall be acid resistant type. An acid resistant mastic or sealant shall be applied to the top surfaces of the sink walls to form a joint between the sink and the underside.

3. Fixtures

a. Trough

Taylor's TT-1 troughs, or acceptable alternate. Shall be manufactured in 6-foot-long sections.

b. Sink

Taylor's T-47-E end sink, or acceptable alternate.

c. Receptacles

Taylor's E-152 reagent rack double faced double duplex, or acceptable alternate.

d. Gas Cocks

Taylor's FX-202 gas cocks, or acceptable alternate.

e. Cold Water Faucets

Taylor's FX-112 cold water cock, or acceptable alternate and FX-114 faucet, or acceptable alternate.

4. Laboratory Cabinets

- a. All exposed exterior vertical surfaces except counter tops shall be finished with high pressure plastic laminate 1/32" thick minimum, meeting NEMA Standards for vertical grade.
- b. Interior vertical surfaces shall be heavy gauge high pressure plastic laminate balancing sheet meeting NEMA standards for vertical grain, matte finish.
 - (1) Inside of doors shall be approximately 0.027" thick high pressure plastic laminate.
 - (2) Polyester laminate, 60% plastic laminate overlay, factory bonded with 200 psi at 300 degrees F.
- c. Shall have Phenolic overlay, factory bonded with 200 psi at 300 degrees F.
- d. Shall have 5-ply board of balanced construction, factory bonded.
- e. Shall have factory prefinished wood fiber hardboard, approximately 1/4" thick. Face shall be smooth, uniform, free from defects to match cabinet interior.
- f. All exposed cabinet and shelf edges shall have heavy PVC banding. Banding to be applied waterproof hot melt adhesive, machined and profiled for full coverage of edges.

5. Cabinet Types and Components

a. Eight Student Two Class Chemistry Table

Taylor Model #53TF4C7, or acceptable alternate, approximately 156"l x 54"d x 36"h eight student two class chemistry table. Unit shall consist of SIXTEEN (16) locked drawer and cupboard units. Reagent shelf with accessories and fixtures.

- b. For epoxy tops, secure tops to cabinets "Z"-type fasteners or acceptable alternate, using TWO (2) or more fasteners at each front, end, and back. Tops shall be secured to cabinets with epoxy cement applied at each corner and along perimeter edges of not more than 48" on center.

- c. Subsequent to delivery, the Contractor shall carefully dress joints smooth. Remove any surface scratches, clean, and polish entire surface.
- d. Holes and cutouts as required for mechanical and electrical service fixtures shall be provided. Scribe moldings for closures at junctures of top, curb, and splash with walls shall be provided as recommended by manufacturer for materials involved. Chemical resistant, permanently elastic sealing compound shall be used where recommended by manufacturer.

All questions pertaining to the Technical Specifications shall be directed to Mr. Roger Babcock, Jr., Assistant Professor, (808) 956-7298.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement, Property and Risk Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The Furnishing, Delivery, and Setting-in-Place of Laboratory Work Stations shall be in accordance with the terms and conditions of IFB No. 96-116 and the General Provisions dated February 23, 1996 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <http://www.state.hi.us/bids/notice03.htm>

2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Mr. Roger Babcock, Jr., Assistant Professor, telephone (808) 956-7298.

3. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the laboratory work stations being offered. **Technical data must demonstrate that the laboratory work stations being offered meet or exceed the minimum requirements of the Technical Specifications.** All bids will be evaluated by the information submitted at the time of bid opening; therefore, any changes/additions to the technical data should be noted. Bidders offering item(s) as specified are not required to submit literature, brochures, etc.

4. BRAND NAME OR ACCEPTABLE ALTERNATE

The brand name and model number(s) mentioned are used in this specification as a measure of quality and performance. Any brand or manufacture of comparable or better quality and performance than that specified will be considered for acceptance by the University. However, the University reserves the right to reject and deny any substitution that it may, in its discretion, deem unacceptable, and the findings in this regard shall be accepted by the bidder as final and binding.

5. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery. The Contractor shall deliver, uncrate, assemble, and set-in-place the equipment within ONE HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed. Final acceptance will be predicated upon complete delivery and setting-in-place to the University's satisfaction.

All equipment and materials incorporated in the work under these specifications shall be new. All work to be executed shall be of the highest quality and performed by skilled mechanics in the best workmanlike manner.

6. WARRANTY

The equipment furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for a period of ONE (1) year from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

7. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and one copy, indicating the contract number, to College of Engineering, Dean's Office - Fiscal, 2540 Dole Street, Holmes Hall 240, Honolulu, Hawaii 96822, no later than THIRTY (30) calendar days following submission of invoice and original tax clearance (see Special Provision 9) or the acceptance of the equipment.

8. TAX CLEARANCE FOR CONTRACTS

In accordance with Section 103-53, HRS, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. However, an original tax clearance must be provided before contract award. Tax clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
Honolulu, Hawaii 96808-0259
Telephone No.: (808) 587-4242
Toll-Free: 1-800-222-3229

9. TAX CLEARANCE FOR FINAL PAYMENT

General Provision 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
Honolulu, Hawaii 96808-0259
Telephone No.: (808) 587-4242
Toll-Free: 1-800-222-3229